

**Microsoft® Word 2010, Project 3**

**Project Overview**

In this project, students will apply formatting to a document.

**Project Goals**

The goal of this project to help students learn to apply formatting to a document in Microsoft® Word 2010. Students will save, preview, and print the document.

**Institution type:**

High School

**Skills covered**

After successfully completing this project, students will be able to:

* Use the Home Ribbon to format text
* Apply character effects to text
* Align text
* Cut and paste text
* Use the Paste Special command
* Drag and drop to edit text
* Collect and paste multiple items
* Apply styles
* Create a border
* Add shading to a paragraph
* Preview a document
* Print a document



**Student Assignment:**

Mrs. Gardner, your English teacher, recently assigned your class a project to research and write a one page informational essay about one of the authors you will be studying this term. The purpose of the research project is to learn more about the author’s life before reading his/her work. You choose C.S. Lewis.

Open the file Project3\_studentdata from the student data files and revise the draft of the essay that you have prepared for submission.

1. Center the document title.
2. Include your name and the current date, centered under the heading.
3. Insert the text, *C.S. Lewis’ Childhood* at the beginning of the first sentence in the second paragraph.
4. Press the enter key twice.
5. Format the subheading, *C.S. Lewis’ Childhood*, in bold text.
6. Copy the subheading and paste it in front of the fourth paragraph.
7. Press the enter key once.
8. Change the word *Childhood* to *Young Adult Years*.
9. Paste the subheading in front of the ninth paragraph and press the enter key once.
10. Copy the subheading, *C. S. Lewis’ Young Adult Years.*
11. Change the Delete the work *Young* from the subheading.
12. Place a paragraph border of your choice around the title of the document. Apply light yellow shading to the border area.
13. Save the file as Project3a\_complete.docx in the Project 3 Microsoft® Word folder.
14. Apply the text effect of blue accent I to the title of the document.
15. Apply the style subtitle to the three subtitles throughout the document.
16. Save the document as Project3b\_complete in the Project 3 Word folder.
17. Close the document.
18. Exit Microsoft Word 2010.